Board of Library Trustees Meeting

Thursday, April 9, 2026 at 7:00 PM
Lucia Mastrangelo Meeting Room - Watertown Free Public Library
123 Main Street, Watertown, Massachusetts 02472

Agenda

ACCESS INFORMATION:

A. This meeting will be held on April 9th at 7:00pm. Location: Lucia Mastrangelo Meeting Room - Watertown Free Public Library, 123 Main Street, Watertown, Massachusetts 02472

B. Please Visit the **Board of Library Trustees** Website here: https://www.watertownlib.org/203/Trustees

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1. Call to Order
2. Secretary's Report
   A. Minutes of March 3, 2026 Meeting
3. Public Forum
4. Financial Report
   A. FY26 Budget
   B. Burke Fund Report
   C. HATCH Financials
   D. Consideration and Action on Acceptance of Donations
   E. Consideration and Action on Transfer Request
5. Chair's Report
6. Director's Report
   A. General Updates
7. Old Business
   A. No Old Business to Discuss
8. New Business
   A. No New Business to Discuss
9. Requests for Information and Responses
10. Date of next meeting
11. Adjournment

ELECTED OFFICIALS

Board of Library Trustees Meeting
Tuesday March 3, 2026 at 7:00pm

The Meeting took place via Zoom.

Meeting Minutes:

Documents used and/or referred to during this meeting include the following: February 2026 Board of Library Trustees Draft Meeting Minutes, FY26 Year to Date Budget Report, FY26 Funds and Grants Spreadsheet, Griffin and Burke Fund Reports, FY26 Hatch Summary, Memo From Director Long listing Donations received in February 2026, Director's Report dated March 3, 2026, Memo re: Staff Day, Memo re: McCall Fund request, Memo re: Hosmer Tools Loan Extension and attached letter and draft Agreement from Art Bridges, Memo re: Grant Information and copy of Marshall Home Fund Grant application and letter re: Novel Idea sculpture proposal. The meeting was recorded by Watertown Cable Access Television and is available for viewing at wcatv.org.

1. **Call to Order**. Present by roll call: Director Long, Assistant Director Maturevitch, Chair Young, Trustee Kokoros, Trustee Murphy-Holroyd,, Trustee Peng, Trustee Ownens, Trustee Hammonds.

2. **Secretary's Report**

A. **Minutes of February 3, 2026 Meeting**. There were no questions or comments. Trustee Kokoros made a motion to approve the minutes, Trustee Owens seconded. The motion passed unanimously by roll call.

3. **Public Forum**. No members of the public spoke during the Public Forum.

4. **Financial Repor**t

A. **FY26 Budget.** Trustee Kokoros reported that year to date expenditures are $2,239,125.43, encumbrances are $211,460.47, Available Budget is $1,704,616 and Percent of Budget used is 59 percent.

B. **Burke Fund Report**. Available Budget is $10,144.92

C. **HATCH Financials**. Available Budget is $12,178.69

Director Long indicated that the library is planning to wrap up book purchasing for this fiscal year by April 15th, so the book budget will be spent down significantly in the next month or so. A motion was made by Trustee Hammonds and seconded by Trustee Murphy-Holroyd to approve the financial report. The motion passed unanimously by roll call.

D. **Consideration and Action on Acceptance of Donations**. Trustee Owens made a motion to accept the donations received in February 2026. Motion seconded by Trustee Kokoros. Motion passed unanimously by roll call.

5. **Chair's Report**

6. **Director's Report**

A. **General Updates**. Director Long highlighted updates from her Director's report. She clarified that the wait times mentioned in her report referred to average wait times for e-books, Libby specifically. Average wait times have decreased and are about 33 days for Watertown. There are currently around 4,600 active holds. Director Long appreciated Liz, WFPL's database specialist for working to decrease wait times. Director Long gave further detail about the National Library Legislative Day conference that she attended in Washington DC at the end of February. She attended meetings at both Massachusetts senators' offices as well as representatives Clark and Moulton. She reported that the conference was powerful and eye-opening in terms of the challenges libraries are facing throughout the country.

B. **Discussion**. Director Long updated trustees on discussions with Maurice at the City IT department regarding possibly separating Library IT from City IT. There will be future discussions and she will keep the trustees informed as to what is decided going forward. Trustee Hammonds asked if there was any forecast on the timing and if there is a time of year that would be easier to change over IT. Director Long stated there was no time during the year that would be better to make a change than others because the library is always open and busy. It would take a few days and should not cause significant disruption to the public. It might be good to make the change at the end of the fiscal year for administrative purposes. She stated that the library and city are invested in making sure it is carefully plotted out, the right decision is made and that any change is made with minimal disruption to users. Trustee Hammonds also asked for an update on O'some's reopening. Director Long reported that O'some reopened Monday, March 2nd. She had a brief discussion with Ricci about why they closed. With the construction vehicles on Main St taking up parking spots all day in front of the cafe, O'some has seen a decline in business this year. Ricci is advocating for some of the spots in front of their cafe to be 15-30 minute spots. Trustee Hammonds asked to be kept informed on this and whether O'some could use trustee support in advocating to the city. Trustee Kokoros asked about the Boston Globe access for library users and whether the library can tell and report how many patrons are using this access. Director Long said it was likely possible to get a report, but it is minuteman wide access. Director Maturevich said Minuteman would have this information and we may be able to request it if there's interest. Director Long said that the Boston Public Library has been offering this access for a long time and that it has become more well known in the last few years and there are sometimes wait times now.

7. **Old Business.** None

8. **New Business**

A. **Consideration and Action on Staff Day Request**. Director Long requested that the trustees approve a library closure on Friday, May 15th for a professional development day with permanent staff members. The topic will likely be mental health and a review of the Strategic Plan. Trustee Peng asked how the date was decided and whether a staff day would take place the same day annually. Director Long responded that it is not the same day each year. She consults the calendar and determines which day the most staff are on schedule to be at work and far enough in advance to tell staff to save the date and book people to come and

present. Trustee Hammonds made a motion to approve closing the library on Friday, May 15th for a staff day. Seconded by Trustee Murpthy-Holroyd. Motion passed unanimously by roll call.

B. **Consideration and Action on McCall Fund Use Request**. Director Long asked that the trustees approve that $3,000 from the McCall Fund be used to purchase books for giveaway through the 1,000 Books before Kindergarten program. She explained that the requested amount is higher than prior years due to a lack of discounts as a result of Baker and Taylor's closing. They had better programs and offers to support the 1000 Books program than Ingram currently does. Trustee Hammonds made a motion to approve the use of $3,000 from the McCall fund to be used to purchase books for giveaway through the 1,000 books before Kindergarten program. Trustee Owens seconded. Motion passed unanimously by roll call.

C. **Consideration and Action on Hosmer Tool Loan.** Director Long gave a brief overview on the loan of the Harriet Hosmer portrait and tools to the Hoescher museum which the trustees approved last year. The exhibit at Hoescher is going through September. The Museum has recently asked if the library would be willing to extend the loan of the Hosmer tools for a traveling exhibit to four other museums. The portrait will be sent back to Watertown in September. The tools would travel through March 29, 2029 with several months at each stop. The traveling exhibit will have stops at museums in Chicago, Charlottesville, Cincinnati, and New Britain, CT. Chair Young asked if the vote would be to extend the time of the loan and trustee Hammonds asked if the agreement would be with a different party than Hoescher Museum. The new agreement would be with the company that arranges the transit for the traveling exhibit. Trustee Hammonds asked if the insurance paragraph in the new contract would include the specific value of the tools from the appraisal we had done last year. Director Long responded that the details for the new contract would be finalized by the library and the city and would include the insurance language. Trustee Hammonds asked about the timing for entering the contract and signing authority. Director Long indicated that the museum would like to finalize a contract as soon as possible and that either she, the City Manager and/or the trustee chair would sign. Trustee Owens asked about the process for finalizing the contract and if Director Long will work with the city attorney on it. Director Long replied that she would work with KP Law to finalize the contract if the trustees authorize the extended loan. Director Long added that the draft contract in our packet is a suggested form contract. No details or negotiations have been done yet because the city needs the trustees to approve the loan extension first. Once finalized, the contract will go to the chair for review and signature. Trustee Hammonds commented that she supports approving the extended loan because the exhibit at Hoescher was so well done and well received and the tools will be seen by even more people. Trustee Hammonds made a motion to approve the extended loan of the Hosmer sculpture tools through 2029 as set forth in the memo in our packet. Chair Young seconded the motion. The motion passed unanimously by roll call vote.

D. **Marshall Home Fund Grant.** Director Long informed the trustees that the library has two separate requests for funds from the Marshall Home Fund. Neither one has a matching requirement. One is to support Project Literacy's tutor training. Project Literacy's request is for $4,800. The second application is for $300 to support a drag tea time for Watertown LGBTQIA+

seniors as part of Watertown Pride. It would take place on a different day than the Pride event but is part of the Pride offerings. The event would be intergenerational as they plan to have teens volunteer to help with the program. Chair Young asked if the funds for the literacy training would be used to pay the training facilitators. Director Long replied that the trainings are run by teachers and take place year-round and most of the funds are to pay the teachers. Chair Young asked if a vote was required and Trustee Kokoros stated that we have voted to approve grant applications in the past. Director Long has asked KP Law if we need to vote on each grant application going forward, but indicated that the trustees should vote on this tonight. Trustee Peng made a motion to approve the Marshall Fund grants. Chair Young seconded. Motion passed unanimously by roll call.

E. **A Novel Idea Public Arts Partnership**. Director Long informed the trustees that the Building Committee voted to fund 50% of the cost of a new granite bench to be placed outside the library with the Public Art Fund covering the other half. She will meet with Liz Helfer and Tom Brady to look at concrete placement. The bench will be installed sometime next year. Trustee Owens asked if there was a process to decide what the book titles on the bench will be. Director Long said this is still under discussion. She suggested picking books from past One Book One Watertown selections and possibly a children's book title as well. Chair Peng liked the idea of picking from One Book titles. Chair Hammonds suggested including the first book read by the Spanish book group. Trustee Kokoros suggested a local children's author since so many live in the Boston area and maybe they would come do a reading. Chair Young asked where the bench would be installed. Director Long said it would be along the walking path near Saltonstall Park in front of the Watertown Savings Bank Room. She noted that since it's a public arts submission it will be nice to have it along the walking path. Trustee Hammonds confirmed that no vote is needed since the Building Committee already voted to support the effort.

9. **Requests for Information and Responses**. No requests.

10. **Date of next meeting** April 9, 2026 in the Mastrangelo Room.

11. **Adjournment** Trustee Hammonds made a motion to adjourn, motion seconded by Trustee Peng. The board voted unanimously by roll call to adjourn the meeting at 8:05 pm.

FY26 YEAR TO DATE BUDGET REPORT

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0161051	510111	FULL TIME SALARIES	2,245,759	61,450	2,307,209	1,661,791.74	0.00	645,417	72.00
0161051	510112	PART TIME SALARIES	747,380	12,000	759,380	427,470.91	0.00	331,909	56.30
0161051	510130	OVERTIME	22,000	0	22,000	15,596.35	0.00	6,404	70.90
0161051	510143	LONGEVITY	26,422	50	26,472	17,423.88	0.00	9,048	65.80
0161051	510146	CPR STIPEND	250	0	250	0.00	0.00	250	0.00
0161051	510148	BILINGUAL STIPEND	0	3,000	3,000	0.00	0.00	3,000	0.00
0161051		Total 0161051 LIBRARY - PERS. SVCS.	3,041,811	76,500	3,118,311	2,122,282.88	0.00	996,028	68.10
0161052	520211	ELECTRICITY	0	26,537	26,537	0.00	26,536.53	0	100.00
0161052	520213	GAS	0	13,245	13,245	0.00	13,245.23	0	100.00
0161052	520240	OFFICE EQUIPMENT MAINTENANCE	20,299	0	20,299	8,477.61	1,707.85	10,114	50.20
0161052	520241	BUILDING MAINTENANCE	10,000	10,000	20,000	2,682.80	10,000.00	7,317	63.40
0161052	520244	COMPUTER MAINTENANCE	67,444	6,196	73,640	49,260.40	10,641.93	13,738	81.30
0161052	530327	REGIONAL LIBRARY SERVICES	91,343	0	91,343	86,354.00	0.00	4,989	94.50
0161052	530342	COMMUNICATIONS - POSTAGE	2,100	0	2,100	18.51	0.00	2,081	0.90
0161052	530383	PROGRAM SERVICES	11,770	0	11,770	9,478.94	846.91	1,444	87.70
0161052	540421	OFFICE SUPPLIES	14,200	0	14,200	4,859.58	2,618.10	6,722	52.70
0161052	540422	PRINTING & FORMS	12,000	0	12,000	4,784.00	6,812.51	403	96.60
0161052	540425	PROGRAM SUPPLIES	1,300	28	1,328	1,200.70	0.00	127	90.40
0161052	540430	BUILDING MAINTENANCE SUP.	3,000	1,542	4,542	900.40	1,077.74	2,563	43.60
0161052	550511	BOOKS	512,500	705	513,205	350,124.46	87,206.08	75,875	85.20
0161052	550512	BOOK PROCESSING	52,500	0	52,500	14,982.45	8,694.54	28,823	45.10
0161052	570710	IN STATE TRAVEL	500	0	500	252.66	247.34	0	100.00
0161052	570720	OUT OF STATE TRAVEL	4,000	0	4,000	1,541.88	327.61	2,131	46.70
0161052	570730	DUES & SUBSCRIPTIONS	1,710	0	1,710	497.00	253.00	960	43.90
0161052	570735	PROJECT LITERACY/TOWN	11,200	960	12,160	5,284.06	4,123.58	2,752	77.40
0161052	570785	COMMITTEE EXPENSES	2,600	0	2,600	1,298.15	220.00	1,082	58.40
0161052	570786	CONFERENCE EXPENSES	3,050	0	3,050	1,525.00	786.61	738	75.80
0161052	570787	STAFF DEVELOPMENT	3,050	0	3,050	206.50	0.00	2,844	6.80
0161052		Total 0161052 LIBRARY - EXPENSES	824,566	59,213	883,779	543,729.10	175,345.56	164,704	81.40
0161058	580840	BUILDING RENOVATIONS	50,000	27,889	77,889	31,948.91	15,916.72	30,023	61.50
0161058	580870	REPLACEMENT OF EQUIPMENT	75,000	224	75,224	8,606.83	7,454.00	59,163	21.40
0161058		Total 0161058 LIBRARY - CAPITAL	125,000	28,112	153,112	40,555.74	23,370.72	89,186	41.80
		Grand Total	3,991,377	163,825	4,155,202	2,706,567.72	198,716.28	1,249,918	69.90

FY26 3rd QUARTER YTD BUDGET BREAKDOWN

0161052 520240 EQUIPMENT MAINTENANCE		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
JANET ACKERMAN	$ 80.00	HATCH INSTRUCTION
CANON SOLUTIONS AMERICA	$ 291.97	PHOTOCOPIER CONTRACT
JEAN CHANG	$ 80.00	HATCH INSTRUCTION
COMCAST	$ 2,700.53	HATCH INTERNET
THOMAS DELGADO	$ 32.28	HATCH REIMBURSEMENT
CHRISTOPHER ERNENWEIN	$ 440.00	HATCH INSTRUCTION
DEBORAH FARRINGTON	$ 220.00	HATCH INSTRUCTION
THERESA MATUREVICH	$ 432.75	HATCH REIMBURSEMENTS
CHERYL MOREAU	$ 1,218.56	HATCH REIMBURSEMENTS/INSTRUCTION
ALLISON MORROW	$ 454.39	HATCH REIMBURSEMENTS
RICOH USA INC	$ 892.03	STAFF PHOTOCOPIER CONTRACT
SCOTT RUSHIA	$ 450.00	LASER CUTTER MAINTENANCE
SERVICESTAR DOCUMENT MGMT	$ 899.00	ANNUAL VIEWSCAN WARRANTY
FREDERICK W SMITH	$ 120.00	HATCH INSTRUCTION
STAPLES INC	$ 166.10	HATCH MAKER CARDS
TOTAL	**$ 8,477.61**	
0161052 520241 BUILDING MAINTENANCE		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
WAYNE ALARM SYSTEMS	$ 2,682.80	PANIC BUTTONS
TOTAL	**$ 2,682.80**	
0161052 520244 COMPUTER MAINTENANCE		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
ASSABET	$ 2,100.00	CALENDAR/MUSEUM PASS SOFTWARE
B&H PHOTO	$ 231.68	DVD PLAYER
BIBLIOTHECA	$ 12,195.92	ANNUAL LICENSE RENEWAL
BITLY	$ 96.00	ANNUAL SUBSCRIPTION
CANVA	$ 119.99	ANNUAL SUBSCRIPTION
DELL MARKETING LP	$ 2,516.72	STAFF MONITORS
DHE COMPUTER SYSTEMS	$ 9,078.49	STAFF COMPUTERS
FARONICS TECHNOLOGIES USA	$ 309.22	DEEP FREEZE RENEWAL
HOOTSUITE	$ 1,188.00	ANNUAL SUBSCRIPTION
HUBTECH	$ 4,557.30	CHROME LICENSES
INGRAM	$ 350.00	IPAGE REVIEWS
LENOVO INC	$ 6,085.83	LAPTOPS
MAILCHIMP	$ 880.00	MAILCHIMP SUBSCRIPTION
THERESA MATUREVICH	$ 226.00	SERVER ROOM LADDER
OCLC	$ 5,670.72	CONTENTDM ANNUAL RENEWAL
SENSOURCE	$ 480.00	ANNUAL DOOR COUNTER SERVICE
SIDECAR PUBLICATIONS LLC	$ 384.00	GIMLET 1-YEAR SERVICE
STAPLES	$ 471.53	SUPPLIES
SURPLUS TECHNOLOGY SOLUTIONS	$ 150.00	E-WASTE RECYCLING PICKUP
T-MOBILE	$ 2,169.00	HOT SPOT SERVICE
TOTAL	**$ 49,260.40**	

0161052 530383 PROGRAM SERVICES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
4IMPRINT	$ 269.13	BOOKMOBILE TABLECLOTH
ALPHAGRAPHICS	$ 400.00	FOR FREEDOMS SIGNS
BLICK ART MATERIALS	$ 378.99	TEEN PROGRAMMING
LUCIOLA VILLEIA BOUCHER	$ 500.00	CHILDREN'S PROGRAMMING
REBECCA CHUGKOWSKI	$ 100.00	TEEN PROGRAMMING
CAREY CONKEY	$ 508.98	TEEN PROGRAMMING
DEMCO INC	$ 94.72	BOOKMOBILE PROGRAMMING
MATTHEW DONLE	$ 450.00	CHILDREN'S PROGRAMMING
RACHEL EVE JUDELSON	$ 225.00	ASL SERVICES
CAROL KAGAN	$ 675.00	CHILDREN'S PROGRAMMING
KALEIDOSCOPE ARTISTIC	$ 800.00	SUMMER BLOCK PARTY ENTERTAINMENT
REBECCA KRANZ	$ 150.00	ASL SERVICES
CLAIRE KRESGE	$ 130.00	INTERPRETING SERVICES
RACHEL MACLEAN	$ 1,000.00	TEEN PROGRAMMING
TIMOTHY PIPER MERLE	$ 545.00	CHILDREN'S PROGRAMMING
POP UP ART SCHOOL INC	$ 525.00	ADULT PROGRAMMING
SIAGEL PRODUCTIONS	$ 990.00	LITTLE BEATS
STAPLES INC	$ 400.70	BOOKMOBILE/TEEN SUPPLIES
PAULI STERN	$ 78.64	LIBRARY INSIDERS SUPPLIES
TJ STENO CAPTIONING	$ 777.78	CART SERVICES
ELIZABETH WHITLOW	$ 480.00	ADULT PROGRAMMING
TOTAL	**$ 9,478.94**	
0161052 540421 OFFICE SUPPLIES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMAZON.COM	$ 197.58	OFFICE SUPPLIES
BLICK ART MATERIALS	$ 40.93	CHALK MARKERS
DISPLAYS2GO	$ 420.38	SIGN HOLDERS
HAMCO KANSAS CITY	$ 382.70	RECEIPT PAPER
JAMIE KALLESTAD	$ 72.98	LOBBY MERCH DISPLAY
KIM LONG	$ 40.29	SUPPLY REIMBURSEMENT
RICOH	$ 40.12	PHOTOCOPIER SUPPLIES
STAPLES ADVANTAGE	$ 1,383.93	OFFICE SUPPLIES
ULINE	$ 115.37	BAGEL PACKING SUPPLIES
WB MASON	$ 2,165.30	OFFICE SUPPLIES
TOTAL	**$ 4,859.58**	
0161052 540422 PRINTING		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
MINUTEMAN PRESS	$ 4,784.00	NEWSLETTER PRINTING
TOTAL	**$ 4,784.00**	

0161052 540425 PROGRAM SUPPLIES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMAZON.COM	$ 49.18	BOOKMOBILE SUPPLIES
CLAUDIA BASALDUA	$ 41.28	CLUB DE LECTURA SUPPLIES
DEMCO	$ 11.38	BOOKMOBILE SUPPLIES
KELLY DENEEN	$ 132.01	TEEN PROGRAMMING SUPPLIES
DISCOUNT SCHOOL SUPPLY	$ 457.45	ADULT PROGRAMMING SUPPLIES
DEANNE ENGLAND	$ 43.24	OLYMPIC WATCH PARTY SUPPLIES
ALLISON FRY	$ 11.99	ADULT PROGRAMMING SUPPLIES
ALPHAGRAPHICS	$ 149.10	FOR FREEDOMS SIGNAGE
STAPLES	$ 225.74	PROGRAMMING SUPPLIES
PAULI STERN	$ 51.14	ADULT PROGRAMMING SUPPLIES
WB MASON	$ 28.19	PROGRAMMING SUPPLIES
TOTAL	**$ 1,200.70**	
0161052 540430 BUILDING MAINTENANCE SUPPLIES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
EVERLAST CLIMBING INDUSTRIES	$ 184.00	BIKE FIXIT STATION REPLACEMENT PARTS
GRAINGER	$ 463.86	SUPPLIES
THERESA MATUREVICH	$ 101.37	HATCH CLEANING SUPPLIES
ULINE	$ 67.57	SHARPS CONTAINER INSERTS
WB MASON	$ 83.60	CUSTODIAL SUPPLIES
TOTAL	**$ 900.40**	
0161052 570710 IN STATE TRAVEL		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
BROOKE EUBANKS	$ 40.04	MLS TRAVEL
KIM LONG	$ 212.62	MILEAGE/PARKING REIMBURSEMENTS
TOTAL	**$ 252.66**	
0161052 570720 OUT OF STATE TRAVEL		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
KIM LONG	$ 1,541.88	NATIONAL LIBRARY LEGISLATIVE DAY
TOTAL	**$ 1,541.88**	
0161052 570730 DUES AND SUBSCRIPTIONS		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMERICAN LIBRARY ASSOCIATION	$ 297.00	DIRECTOR MEMBERSHIP
MASS LIBRARY ASSOCIATION	$ 200.00	DIRECTOR MEMBERSHIP
TOTAL	**$ 497.00**	

0161052 570735 PROJECT LITERACY		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
ACT	$ 1,312.11	ANNUAL DATABASE LICENSE
MINUTEMAN PRESS	$ 322.00	BROCHURES
INTERCAMBIO DE COMUNIDADES	$ 1,021.53	MATERIALS
PIFER-BRIGHAM LLC	$ 2,052.00	EASY ENGLISH NEWS
JANET SAIED	$ 228.00	REIMBURSEMENTS
TOTAL	**$ 4,935.64**	
0161052 570785 COMMITTEE EXPENSES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AD SUTTON & SONS	$ 928.50	HYGIENE STATION SUPPLIES
AMAZON CAPITAL SERVICES	$ 23.67	TRUSTEE NAMEPLATES
AMERICAN LIBRARY ASSOCIATION	$ 280.00	TRUSTEE MEMBERSHIPS
KIM LONG	$ 65.98	MEETING TIMER
TOTAL	**$ 1,298.15**	
0161052 570786 CONFERENCE EXPENSES		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
ALA	$ 259.00	PLA CONFERENCE REGISTRATION
JAMIE KALLESTAD	$ 673.00	PLA CONFERENCE REGISTRATION
KIM LONG	$ 175.00	NATIONAL LIBRARY LEGISLATIVE DAY
MASS MUNICIPAL ASSOCIATION	$ 418.00	CONFERENCE REGISTRATIONS
TOTAL	**$ 1,525.00**	
0161052 570787 STAFF DEVELOPMENT		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
JAMIE KALLESTAD	$ 89.00	ALA WEBINAR REGISTRATION
THERESA MATUREVICH	$ 117.50	STAFF BREAKFAST
TOTAL	**$ 206.50**	
0161058 580840 BUILDING RENOVATIONS		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
DEMCO	$ 7,969.77	FURNITURE
DUGMORE & DUNCAN	$ 14,758.02	RE-KEY PROJECT
EVERYTHING2GO.COM LLC	$ 2,895.00	CHILDREN'S PROGRAM ROOM TABLES
GLOBAL EQUIPMENT CO	$ 1,046.12	CHILDREN'S ROOM CUBBIES
SUBURBAN GLASS & MIRROR CO INC	$ 2,580.00	REPLACEMENT GLASS
SUNSHINE SIGN COMPANY	$ 2,700.00	SIGNAGE DESIGN
TOTAL	**$ 31,948.91**	
0161058 580870 REPLACEMENT OF EQUIPMENT		
VENDOR	AMOUNT TO DATE	ITEMS/COMMENTS
AMAZON CAPITAL SERVICES	$ 235.00	PATRON HEADPHONES
LENOVO INC	$ 223.83	STAFF LAPTOPS
SERVICESTAR DOCUMENT MGMT	$ 8,148.00	MICROFILM VIEWER/SCANNER
TOTAL	**$ 8,606.83**	

FY26 Funds and Grants

Fund or Grant	7/1/2026	Available to spend balance as of 7/1/2026	Deposits YTD	Expended YTD	Current available balance	Notes
Book Funds						
Pratt (includes Pratt Stock)	157,208.40	19,578.29	8,489.58	9,812.27	9,766.02	80% of int on periodicals
Whitney	2,980.45	2,980.45	214.54	887.13	2,307.86	book purchases only
Mead	6,826.52	3,826.52	583.70	-	4,410.22	book purchases only
Charles	3,005.33	2,805.33	243.58	-	3,048.91	Armenian History books
Barry	3,904.21	3,904.21	345.59	-	4,249.80	book purchases only
McGuire	3,676.36	2,676.36	379.10	-	3,055.46	book purchases only
W. Pierce	27,209.27	7,209.27	2,283.53	-	9,492.80	book purchases only
MacDonald	10,569.81	5,569.81	930.67	-	6,500.48	Grief related books
O'Reilly	11,811.86	11,311.86	957.30	-	12,269.16	Fiction
Stone	4,212.58	4,212.58	341.38	-	4,553.96	book purchases only
Campbell	6,161.80	5,161.80	499.36	-	5,661.16	Large print books
Santoro	2,594.95	994.95	210.31		1,205.26	Art books only
Brown	2,935.52	1,935.52	242.53	-	2,178.05	Sci-fi books
Keith	4,694.12	3,694.12	380.42	-	4,074.54	Wat history books
Drucker	3,377.65	3,377.65	273.74	-	3,651.39	Humanities books
Special Gifts	89,199.68	89,199.68	20,432.72	7,829.30	101,803.10	Unrestricted
- Cohen Fund	7,952.90	7,952.90	-	176.17	7,776.73	Cookbook and Mysteries
- Makerspace Fund	-	-	1,000.00	-	1,000.00	Makerspace expenses
- Bookmobile Fund	7,527.88	7,527.88	1,000.00	520.00	8,007.88	Bookmobile expenses
- Gallant Fund	8,476.99	8,476.99	-	-	8,476.99	Children's dept
Other Funds & Grants						
Kaveny	42,096.67	13,725.18	3,411.67	-	17,136.85	Benefit of the library
Masters	4,683.50	1,976.50	379.56	-	2,356.06	Trustees discretion
B. Pierce	775.51	775.51	106.50	-	882.01	Trustees discretion
LIG/MEG	550,988.57	550,988.57	59,846.19	3,361.86	607,472.90	
Revolving Printing Account	8,012.88	8,012.88	13,957.30	10,682.70	11,287.48	
Friends of Project Literacy Fundraising	61,485.13	61,485.13	10,100.00	2,671.32	68,913.81	
McCall Gift Fund	42,520.90	42,520.90	-	-	42,520.90	For children's dept only

GRIFFIN FUND REPORT

MONTH ENDING	BEG BAL	ADDED	WITHDRAWN	INTEREST / DIVIDENDS	INVESTMENT MKT VAL ADJ	VERIZON DIVIDENDS	VERIZON STOCK MKT VAL ADJ	END BAL	CASH HELD FOR INV	CASH AVAILABLE FOR SPENDING	INV	
FY25 BAL FWD	**196,070.02**								**$ -**	**$ 55,478.30**	**$ 113,956.82**	-
31-Jul	196,070.02			138.15	(266.12)	(1,649.85)		**$ 194,292.20**	**$ -**	$ 53,700.48	$ 146,177.42	-
31-Aug	194,292.20			2,406.98	1,061.52	4,755.45		**$ 202,516.15**	$ -	$ 61,924.43	$ 146,177.42	-
30-Sep	202,516.15			236.85	32.60	(905.80)		**$ 201,879.80**	$ -	$ 61,288.08	$ 146,177.42	-
31-Oct	201,879.80			85.05	218.64	(13,619.35)		**$ 188,564.14**	$ -	$ 47,972.42	$ 146,177.42	
30-Nov	188,564.11			2,357.70	916.88	4,431.95		**$ 196,270.64**	$ -	$ 55,678.95	$ 146,177.42	
31-Dec	196,270.67			261.59	(362.51)	(1,229.30)		**$ 194,940.45**	$ -	$ 54,348.73	$ 146,177.42	
31-Jan	194,940.45			71.31	627.38	12,260.65		**$ 207,899.79**	$ -	$ 67,308.07	$ 146,177.42	
28-Feb	207,899.79			324.59	1,897.50	18,180.70		**$ 228,302.58**	$ -	$ 87,710.86	$ 146,177.42	
31-Mar								**$ -**	$ -	$ 87,710.86	$ 146,177.42	
30-Apr								**$ -**	$ -	$ 87,710.86	$ 146,177.42	
31-May								**$ -**	$ -	$ 87,710.86	$ 146,177.42	
30-Jun								**$ -**	$ -	$ 87,710.86	$ 146,177.42	

FUNDS USED TO PURCHASE ADDITIONAL SHARES

Burke			
	Allocated	Expenditures	Available
Teen Materials	$ 3,183.00	$ (2,435.16)	$ 747.84
Teen Programming	$ 3,350.00	$ (2,313.75)	$ 1,036.25
Children's Materials	$ 1,592.00	$ (1,592.00)	$ -
Children's Programming	$ 10,423.00	$ (7,620.44)	$ 2,802.56
Adult Materials	$ 1,592.00	$ (1,279.08)	$ 312.92
Adult Programming	$ 4,840.00	$ (3,794.23)	$ 1,045.77
Museums	$ 5,000.00	$ (4,825.00)	$ 175.00
Movie Licenses	$ 1,850.48	$ (1,905.53)	$ (55.05)
Total	$ 31,830.48	$ (25,765.19)	$ 6,065.29

FY26 HATCH Summary

	July 1 Allocation	Adjustments (new funds added)	Encumbrances	Expenditures	Available funds
Special Gifts	$ -	$ 1,000.00	$ -	$ -	$ 1,000.00
LIG/MEG	$ -	$ -	$ -	$ -	$ -
Building Committee	$ 854.78	$ 4,257.50	$ -	$ (2,783.62)	$ 2,328.66
Watertown Commuty Foundation Grant	$ -	$ -	$ -	$ -	$ -
City Budget: Equip. Maint.	$ 15,000.00	$ -	$ 943.80	$ (6,484.61)	$ 7,571.59
Burke	$ -	$ -	$ -	$ -	$ -
Totals	$ 15,854.78	$ 5,257.50	$ 943.80	$ (9,268.23)	$ 10,900.25

WATERTOWN
FREE PUBLIC LIBRARY

TO: Library Board of Trustees

FROM: Kim Long, Library Director

DATE: April 2026

RE: Donations

The following donations were received in March:

$25 from Jane Brady

Local History pamphlet from David Russo

$100 from Paula Mazza

$50 from Lori Stern and Eric Bender

$204 from Pride fundraising events held at Ritcey East

Local History photographs from Ken Andrews

$100 from Gregory Lichniak for Pride

$750 from the Watertown Cultural Council for Pride

WATERTOWN
FREE PUBLIC LIBRARY

TO: Library Trustees
FROM: Kim Long, Library Director
DATE: April 9, 2026
RE: Budget Line Transfers

This memo is to request approval for two line-item transfers in the library's operating budget:

Transfer $4,989.00 from Regional Library Services (0161052-530327) to Office Supplies (0161052-540421)

Transfer $2,081.49 from Communications-Postage (0161052-530342) to Printing and Forms (0161052-540422)

Sincerely,

Kim Long
Director, Watertown Free Public Library

TO: Library Trustees
FROM: Kim Long, Library Director
DATE: April 9, 2026
RE: Director's Report

General Highlights

- George will present his budget recommendation to City Council on April 14.
- Circulation staff member Claudia Basaldua has been nominated by the Massachusetts Library Association for the "2026 Paralibrarian Section Outstanding Library Support Staff of the Year Award!" This paralibrarian award is designed to recognize library staff members who do not have a Masters in Library Science, yet are able to make significant contributions to the library community through their excellence in service and commitment to the library. Claudia's nomination for the paralibrarian award is well deserved, and her work in connecting the library even further with the local Spanish-speaking community is to be celebrated.
    - Over the past year, Claudia has worked hard to develop the library's *Club de Lectura en Español*, a Spanish-language bookclub, and the only one of its kind in the network; not only organizing and leading the discussions, but also working with our librarians to further develop the library's Spanish-language collections.
    - Through her book club, Claudia has made significant connections with the local Spanish-speaking community, including local Spanish-language author María Eugenia Mayobre, who attended the September 2025 book club discussion of her novel "Blackstar."
    - Thanks to Claudia's efforts, Maria will led a Spanish-Language creative writing program on Saturday, April 4 at the library.
    - When the library hosted celebrated author Javier Marín on February 17, 2026, in collaboration with *Ágora Cultural Architects*, Claudia welcomed library newcomers, in both Spanish and English, and stayed long after the event to discuss the library and her book club with community members interested in learning more.
    - On March 24, 2026, Claudia joined Programming Librarian Allie Fry in welcoming award-winning author Angie Cruz to the library. Claudia contributed to the event by bringing several questions submitted by members of the *Club de Lectura en Español*, presenting these questions in both Spanish and English.

- Jamie and Kelly C. attended the Public Library Association conference in Minneapolis, MN from April 1-3.
- Our Emma Stebbins crayon portrait of Harriet Hosmer, which has been on loan to the Heckscher Museum of Art in NY for the last 6 months, was returned in perfect condition, and rehung in her usual spot in the Local History Room.
- Carey has completed a Watertown Community Foundation application to receive a $2,000 stipend to fund a teen summer intern. The intern stipend would allow us to offer the intern more hours (22 hours per week for 6 week) at a competitive wage. The internship will be posted at the High School and shared with Carey's other contacts including Wayside Peer Leadership program and the school's DEIB office. The internship announcement encourages BIPOC and those with multilingual ability to apply.
- In total, Carey has submitted four grant applications over the past few months for Pride. Funding for Pride is in good shape.
- Allie and Kate attended a webinar from the MLA Program Planners Section: "Data Based EDI: Fool's Gold Standard."
- A new "Welcome to Your Library" brochure was introduced to the Circulation Desk this month. This tri-fold pamphlet was designed to make it much easier for staff to share introductory library information with our new patrons. Assistant Supervisor of Access Services, Joe Ferreira, worked with our Communications and Design Specialist, Jamie Kallestad, to ensure that this brochure covered our most commonly asked questions about the library, as well as a brief overview of library services and policies for new and current patrons alike. Before finalizing, library staff were encouraged to provide feedback on the design and information included. The brochure was also designed to be easily translated into six different languages, which is currently in the works.
- Joe is continuing to prepare for the arrival of our new Access Services Supervisor by reviewing the status of the Access Services department's current projects and ongoing reporting assignments, as well as working to get the Library of Things materials out of the office, and getting things organized as much as possible before their arrival. This work during a time of transition is much appreciated.
- Jamie and Claudia drafted the summer reading gameboard with direction from the Summer Reading planning team.
- The seed library is out of stock with nearly 2,000 packages of seeds being distributed plus an additional 750 packages that were donated by the Watertown Community Garden.
- Our Outreach Librarian, Kirsten, noted that she is extremely proud of the work of the Home Delivery volunteers this winter and early spring. They delivered library materials to our 24 Home Delivery patrons every week but one despite ongoing cold

temperatures and multiple large snowstorms. Home Delivery is a lifeline for our patrons, particularly when winter weather risks isolating them from the community, and we couldn't do it without our volunteers.

- The Bookmobile schedule for spring and summer is shaping up very well, with a good balance between recurring visits (preschools/schools/community visits) and special events (City events and community partners.) Kirsten is particularly pleased by how many community partners have reached out early regarding attending events with the bookmobile: the earlier partners reach out, the more likely it is that the bookmobile can attend a given event!
- Jamie completed Watertown Pride logo, web graphics, merch, and flyer designs for the Pride Advisory Committee.
- A Library Assistant, Megan, has taken over management of our Zine Collection by auditing our current collection and reclassifying as necessary. Next month she will meet with Carey Conkey, Supervisor of Teen Services, and Kate Wolfe, Cataloger, to go over collection development practices, ordering, and processing for the collection. Megan is a great fit for this responsibility as her involvement with the collection and our annual Zine Fest since 2021 has been instrumental to its success. Having a designated staff member for this collection has become necessary for further growth and proper organization.
- The library band, Dewey Decibels, has reformed and begun preparation for Watertown Porchfest in May.
- Hatch volunteer Dorie has been working on a project for recycling 3D printing scrap material, by melting it down into sheets which can then be laser-cut. The hope is that once proper laser settings are dialed in, the material can be made available to patrons to use. She is also experimenting with using silicone molds to cast the scrap material into different shapes. Jamie interviewed her about it and took pictures for social media on March 20.
- After receiving feedback from patrons regarding the first iteration during February, Seth and volunteer Apple put out the second iteration of their laser documentation at Hatch. It now includes more detailed steps and a list of what is and is not laser-safe. Patron response has already been positive.
- Kirsten completed reorganizing the bookmobile manuals and troubleshooting guides into one document. She has been working with Theresa on securing coverage for visits that need more than one staff member and is assisting with a project to improve storage for the book collection when not on the vehicle.
- Alice began looking into the logistics of hosting a fix-it clinic at Hatch in June 2026, and many Hatch volunteers, as well as a few patrons, have already offered their expertise.

City/Community Meetings and Collaboration

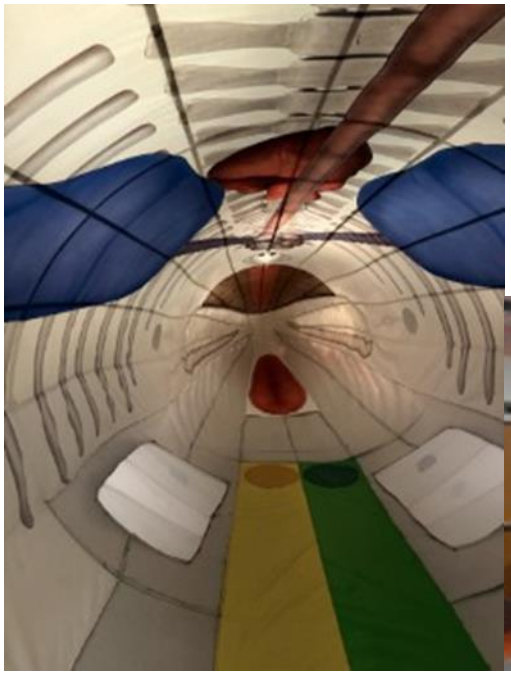
- The Adult Digital Librarian, Liz, will begin offsite visits on March 26 to fulfill the mission of the city's Digital Equity Grant. Initial visits are planned for March and April, and more will be scheduled throughout the year.
- On March 9, Emily attended a focus group at Cunniff for Caregiver University. The topic was Summer Reading. Hannah Turner shared out her presentation and additional information that WFPL will promote online in the summer. Emily will attend the Caregiver University event on May 5.
- Perkins School for the Blind will participate in the Pride parade and have a table. Carey met with the Perkins GSA, they asked good questions about accessibility and offered to Braille the program and develop a digital map of the Event grounds for low-vision attendees.
- This is also the first year that the Senior Center has asked for a table at Pride. The Pride Advisory Committee has really worked on getting elder representation for the Event.
- Allie, Janet, and PL's Community Liaison, Erin Ward, met with Kaz and Ernie at Watertown Recreation to talk about the World Cup Kickoff event on May 23rd. Watertown Recreation has been extremely helpful in their advice on the program. The Rec Department also offered to line two soccer fields, and provide equipment (goals, pinnies, scoreboard).
- Allie co-facilitated the MetroWest Program Planners virtual meeting this month. The group meets every other month on Zoom to share program ideas and brainstorm solutions to programming problems and issues.
- We have had some wonderful volunteers donating their time on Fridays to pick up bagels from Wicked Bagel on Friday and bag them for Saturday morning distribution.
- Our newest Circulation staff member, Danielle Green, volunteered to join our Supervisor of Teen Services, Carey Conkey-Finn, in representing the library at the Watertown Middle School Student Networking Fair on Thursday, March 26. Having library representation at this event is a great opportunity for us to share all that the library has to offer for local teens progressing from Middle School to High School.
- Alice has been coordinating with Perkins about a planned visit to Hatch in May.
- Mia Kania, Sustainability Planner, reached out to discuss having a clothing donation bin in the library April 12-24. Theresa worked with her to set this up. Donations would be brought to EcoFest on May 9 and people could shop for free at that event. Alice will be running a hand stitching tutorial at the clothing station during the event and Theresa and Kelly C will be stationed at the bookmobile.
- Kim attended Minuteman's Membership meeting on March 18.
- Kim met with George and Emily on March 26 for our monthly meeting.

- Kim convened the Building Committee on March 27 where a number of programs and initiatives were funded.

Program Highlights

- One Book, One Watertown was a great success! Thanks to the entire One Book team and all staff that participated in programming and spreading the word about this program. So many staff played a role in the process from selecting the title to all the custodians make sure the room looked its best for our author event.
    - We had a cross-department committee led by Allie and comprised of Kazia, Michelle B, Claudia, and Liz nominate, read, and evaluate several books from January through August 2025.
    - Liz facilitated our Wednesday Book Group/Library-wide discussion, Claudia facilitated the Club de Lectura en Español's discussion, and Stephanie F. represented the library at the Watertown Community Conversations and Live Well Watertown dialogue event.
    - Ágora Cultural Architects brought in world-class Latin Jazz artists to close out the Winter Concert series with a nod to One Book, and a crowd of 125 people, including seniors and parents with kids dancing in the aisles and towards the back, gave rave reviews.
    - Janet coordinated a speech showcase of Project Literacy learners in collaboration with Watertown Refugee Support Group, inspired by the novel's storytelling structure. The 14 speakers did a phenomenal job, sharing stories of their hopes, struggles, and achievements to a crowd of over 100 people. The speakers were invited to attend the One Book author talk to accept a free book and get their book signed by author Angie Cruz. (For anyone who couldn't make it, staff got their books signed on their behalf to pick up from Janet.)
    - Jamie's One Book 2026 marketing materials were engaging and stood out beautifully.
    - Allie expertly interviewed Angie Cruz with an assist from Claudia, who read questions submitted in Spanish prior to the event. Angie was delighted to visit from NYC, chatting with staff about what makes Watertown special (the Community Fridge partnership and Project Literacy were stand outs), meeting patrons one-on-one about how the book resonated with them and their own immigrant and ELL and parent/child experiences, and leaving town with a WFPL (Claudia-illustrated) "Support Your Public Library" tote bag she can use to represent WFPL and libraries!
    - Jamie, Michelle L., and Claudia were essential to making the night go smoothly- a huge thank you to this crew for all of their planning and dedication.

    - Allie worked her contacts to get ASL services on short notice as we had difficulty obtaining someone through the state website. Kim spoke with the two ASL providers at the event and they praised Allie's work- they can always rely on her to prepare them for the event and know the events are interesting and engaging so they pay attention when they see an email from her directly. This was a huge compliment to Allie's tireless work.
    - Resoundingly, readers really connected with this selection and community members really turned out for programs this month.
    - A special thank you to WFPL custodians Rob C, Fernando, Rob P, and Andrea for their hard work with setting up and cleaning up the Watertown Savings Bank Room for many large-scale events this month!
- Michelle's great new program on researching Watertown house histories was a hit on March 12, 2026. It was fully subscribed at 13 attendees, and they were all engaged and grateful. This will become part of the department's standard rotation.
- The Adult Dept had great attendance and buzz for the final Winter Concert featuring Grammy-winning performers (100+) on March 8, 2026, for One Book programming, and for March's Academy-Award-nominated slate of movies on Movie Mondays.
- On March 13, 2026, the attendees at Library Insiders "Poet-Tree" activity hosted by Deanne were captivated by the project. Participants wrote original poems on paper leaves and learned about different poetry styles. Inspired by the "Poetry as Makerspace" session Deanne attended at last year's ALA conference in Philadelphia, she led the group in making personal "I Am" poems on large, green construction paper leaves, designed to be used in a *Poet-Tree* lobby display in April for National Poetry Month. Pauli and Danielle assisted with the program. The teamwork between Reference and Access Services has been great to see in action and helps everyone practice and hone their programming skills which benefits the entire organization and our patrons!
- The Whalemobile was here! We had 4 sessions (each 30 minutes) with 91 people in attendance total. The Whalemobile is an enrichment program that utilizes a life-size inflatable humpback whale designed after a real-life whale named Nile to help inspire the next generation of ocean advocates.



- Children's wrapped up the Saturday Music Series with Esther Gomez! About 70 people came to sing in Spanish and freeze dance on March 14. The Saturday Music Series ran from December 13 to March 14 with 7 musicians.
- The Teen's monthly creative writing contest has become a major success. The number of entries are gently increasing each month. There is a team of four non-Teen department staff members who review and select a winner and runner-up. Writers are limited to 300 words and compose pieces related to one word subjects, such as "space", "luck" and "love". If the teen authors give permission, their pieces are posted on the Teen webpage. Winners receive gift certificates to bookshop.org.
- The Lunar New Year Celebration, a wonderful collaboration led by the Chinese American Association of Watertown and featuring Lion Dance performances from Wu An Martial Arts in Watertown, welcomed 250 visitors! After the Lions performed, they remained in costume (and character) for families and individuals to take pictures and interact with. Allie and Emily worked on the behind-the-scenes planning, and Allie and Brooke greeted excited guests to welcome in the Year of the Fire Horse!
- The Club de Lectura en Español marked its 1-year anniversary in March!
- Kirsten, brought the bookmobile on 14 visits in March, including 6 preschool visits. Preschool visits are a core part of bookmobile services since they foster early literacy and support early childhood educators by providing access to books for the classroom and professional advice from a librarian (e.g. books that make great read-alouds or that address current issues in the classroom.)
- After a few years of Arsenal visits, Kirsten shifted the weekly bookmobile visits from Thursdays, 5:30 PM-7 PM to Thursdays, 6 PM- 7:30 PM on the hunch that a later visit would get more visitors. This proved correct and she's been getting lots of patrons in

the latter half of the visit. She plans to expand the visits to 6 PM- 8 PM once the weather is warmer and the sun sets later.

- Hatch has been offering take-and-makes. The hand-sewn coaster take-and-make for March has been very successful, and patrons who have offered feedback said that the directions are easy to follow. Plans are being made to make the instructions and materials permanently available in the sewing area as a designated "starter project" for patrons who want to learn sewing.
- Hatch volunteer Janet ran a Hand Sewing for Mending program on Monday March 9th that was very well-received! She taught patrons the basics of hand sewing for the purpose of mending clothes. Patrons also brought in some of their own damaged clothes to get advice on how to fix them. All six attendees said they enjoyed the class and had learned a lot, and multiple patrons who weren't in the class expressed a desire to see it held again so they could attend.
- Kirsten visited the Watertown Senior Center for *What's New at the Library,* an informal program to talk up new and exciting books as well as everything that the library has to offer, on Tuesday, March 31st, 2026. This is the first in a series of quarterly programs offered at the Senior Center and complements the programs offered by Digital Services Librarian Liz.

Project Literacy

- Our Community Stories event was held on March 17. We had so many wonderful speakers, attendees, and snacks. We are proud of the 14 speakers! Five speakers were from the Watertown Refugee Support Group and nine were from Project Literacy. 71 people signed in, but we estimated that about 30 people did not sign in. We continue to hear positive feedback on the event. Many volunteers and people in the community have commented on the various topics and speakers that took part in the event. The 14 speakers were from all over the world, and they all had a story of strength to share. Many people felt inspired and full of hope when they left the event.
- Project Literacy submitted an application for the Marshall Home Fund Grant on March 12th and PL submitted a request for $4,900 to cover the cost of volunteer trainings since a vast majority of PL volunteers are 55+.
- Janet and Erin completed an outline of volunteer trainings for the upcoming year. Most of these trainings will be run by Project Literacy's paid teaching team. Many of the teachers have been teaching for PL for nearly 10 years and they offer a wide array of insight and expertise. Additional trainings on mental health and using AI were also included. The outline for these trainings was in included in the Marshall Home Fund Grant.
- Project Literacy needs to set up registration for summer classes. These classes are set to begin on June 2. We have put in a request for classroom space at the Watertown

Public Schools. While we have been promised space at either the middle school or Hosmer, we do not know where the classes will be at this time. As soon as classroom space has been confirmed, summer registration will begin. Morning English classes will be held at the library.

- Project Literacy had a teachers' meeting on March 9. Agenda topics were the Community Stories event information, summer classes, and ELL workshops teachers can lead for Project Literacy volunteers. The teachers' meeting ended with updates on two upcoming events-the End of Year Picnic at Filippello Park on May 21 and the World Cup PL Kickoff on May 23.

Facilities/IT

- Donnie from the Department of Public Buildings quickly fixed all of the windows lining the lobby (the windows that look into Children's and Teen). Fernando noticed a few of them seemed to be loose, and Donnie came over that day and secured and re-sealed the glass in every window.
- Alex has been working to deploy 60 laptops and 21 hotspots.
    - 20 Chromebook and hotspot kits are in circulation
    - 10 Chromebooks and 10 laptops are available at the circulation desk
    - 10 laptops are going to be for remote classes only
    - 10 laptops will be available at the reference desk
- We are still waiting on Wayne Alarm and Atlantic Elevator to finalize plans for the elevator phone to be reprogrammed to call Wayne.
- Chimney and roof work should be scheduled soon (currently scheduled for April 10) but Theresa and Kim will be following up with DPB until that happens.
- Theresa coordinated with Wayne Alarm to replace 5 and install 4 additional panic buttons in the building.
- Theresa continues to meet with Department of Public Buildings to review ongoing projects. We have had a number of building issues including door issues, the server room AC not working, and HVAC issues in Local History. The door and AC issues have been resolved, and we have a new protocol in place for areas of the roof to clear during snow to prevent future issues.
- Local History is stable for the moment and we're waiting on a quote for a new humidifier and for some valve replacement work to be completed.

Personnel

- Ryan Brennan will begin his role as Supervisor of Access Services on April 13.
- We have been training new temps in most departments which is going well overall.

Watertown Pride 2026

Community Engagement Grant (Off Cycle)

City of Watertown

Carey Conkey
123 Main St.
Watertown, MA 02135

cconkey@watertown-ma.gov
O: 617-600-1165

Carey Conkey

123 Main St.
Watertown, MA 02472

cconkey@watertown-ma.gov
O: 617-600-1165

Application Form

Main Grant Application (Community Engagment Grant)

Community Engagement Grants (Off-Cycle)

(click to visit our website and view the full details and requirements of this grant program)

Focus: To fund programs that increase access and engagement and remove barriers to community-based programs and services. Community Engagement grants invest in programs that foster intercultural communication, increase connection and understanding between people, and make it easier for Watertown residents to access programs, events, and places.

Off-cycle grant requestsare invitation-only. Please refer to the email inviting you to apply for the restrictions below on your request:

- The programming eligible for an off-cycle request
- The maximum amount of funds you can request
- The date by which your program must be completed, if funded
- The due date of your off-cycle grant application

Important Note: Programs restricted to youth participants are not eligible for Community Engagement Grants and are encouraged to apply through our Education and Youth Development Grant cycle.

Helpful Information for Applicants

Click for a comprehensive GLM Applicant Tutorial.

If you are working with multiple colleagues to develop and approve your programming, you can use our "Add Collaborator" feature to invite them to work with you on this application. For instructions on how to use this helpful tool, please review this easy tutorial.

Please note that fields with an asterisk (*) next to the question header are required.

Organization Status*

Use the drop-down menu below to tell us if your organization is a public entity, a 501(c)(3) organization, or if you will be using a fiscal sponsor.*

*WCF grants directly to 501(c)(3) nonprofits and public entities. If your organization/group is not a 501(c)(3) nonprofit or public entity, you will need to use a fiscal sponsor to receive grant monies. Fiscal sponsors must be a Watertown-based 501(c)(3) nonprofit or public entity. If you select a fiscal sponsor, we will ask for additional details later in this application. Note: A public entity is an organization or body providing services to the public on behalf of the government or another public entity (ex. The City of Watertown, Watertown Public Schools)

Public Entity

Area of Focus

Use the drop-down menus below to describe your organization's area of focus.

Primary Area of Focus	Secondary Area of Focus
Education	Community Diversity and Inclusion

Program Name*

Please list the name of your proposed program or project.

Watertown Pride 2026

Primary Focus of Program*

Please select which of the below is the primary focus area of your proposed program.

Increasing Access to Programs and Services: Projects with a focus on making community-based programs, events, and services more accessible to all Watertown residents, particularly those who may face barriers to participation. These barriers might include economic, linguistic, cultural, or disability-related factors.

Fostering Intercultural Communication and Understanding: Programs that promote dialogue, understanding, and connection between different cultural, racial, and religious groups in Watertown.

Strengthening Community Connections: Projects that create shared experiences, strengthen social connections among residents, and benefit the Watertown community as a whole.

Strengthening Community Connections

Program Details*

Describe the program you plan to offer.

Watertown Pride is in its fifth year. Sponsoring this year's Pride, the Watertown Free Public Library has once again become the primary organizer as it had been in 2022 and 2023. The City Liaison and Pride Advisory Committee (PAC), a group of Watertown resident volunteers, have been busy since September 2025 planning the program for the day, working on logistics, determining food options, doing outreach, assigning community tables, selecting local vendors, raising funds and working on promotion. All these activities have been done through the lens of PAC's mission, which is to:

- Celebrate and affirm LGBTQIA+ people across Watertown.
- Center intersectionality: race, gender, ability, age, class, language, and immigration status.
- Promote education, advocacy, and joy.
- Ensure accessibility and inclusivity for Deaf, disabled, youth, immigrant, and BIPOC communities.

The PAC held a Community Kickoff this past October where people provided valuable feedback on what think

of when they hear the word "Pride" and what elements they would like to have present at Watertown Pride 2026. Much of what they have planned is based on what they learned.

Watertown Pride is June 6, 2026 will be located in Saltonstall Park and will be the first group to use the outdoor space since the renovation.

The festivities begin with a parade from Moxley High School to the Park. The parade will be led by Good Trouble, the activist band that started the yearly Honk Festival in Somerville. We are signing up contingents and groups of community members: school groups, day cares, seniors (with the Senior Center's bus if needed), affinity groups, people with strollers, anyone else who would like to take part.The Watertown High School band will bring up the rear. The Thursday before Pride, the Library is hosting a workshop so people can create their signs, bling and other regalia to distinguish themselves as they march down Main St.

When the parade goers enter the park Good Trouble will do a short set. An emcee will open the day and Jean Sequins, a drag queen will perform. The keynote speaker is Giselle Byrd, the first black trans executive of the Theater Offensive. She will speak about her experience with hate groups who challenged her appointment made by Maura Healey to the Massachusetts Commission on Women. We have two bands that will perform: the Carrie Ferguson Band and the Femmes of Boston. Both groups have non-binary performers. Another wonderful addition to the program is Watertown's own Green Dragon Circus.

We will have approximately twenty tables for community groups and vendors. Some of the groups that have committed to a table include OUT Metrowest, Mass Trans Political Coalition, the Diversity and Belonging groups from Watertown schools, the Middle School Gender and Sexuality Alliance, the Watertown Senior Center, Perkins School for the Blind, and Massachusetts Alliance of Portuguese Speakers, that will offer services such as STI testing and other health services.

Program Goals and Objectives*

1. Briefly describe the goals or objectives of this program.
2. Explain how these program goals and objectives align with the Community Engagement Focus area you identified above.
3. Describe the anticipated impact of the program on the Watertown community.

The Watertown Pride Advisory Committee has these goals as they plan the event:

- Celebrate and affirm LGBTQIA+ people across Watertown.
- Center intersectionality: race, gender, ability, age, class, language, and immigration status.
- Promote education, advocacy, and joy.
- Ensure accessibility and inclusivity for Deaf, disabled, youth, immigrant, and BIPOC communities

The voluntary Pride Advisory Committee consists eight members who are part of the Watertown LGBTQIA+ community. Half of the Committee consists of people of color and there is a wide spectrum of sexual identities present in the group. All have brought their experience being a resident of Watertown.

Much of what the PAC has planned was gleaned from a Community Kickoff event held in October. The feedback collected at the Kickoff was used as a roadmap to transform the Watertown community's vision a reality.

The PAC's primary focus is to create an event that has an all-encompassing representation as listed in their goals. Together with the City Liaison they have selected a BIPOC trans keynote speaker. For the first time, the Perkins School for the Blind and the Watertown Senior Center have requested a table and will participate in

the parade. The Good Trouble Brass Band's mission is to fight for social justice causes and support community events while having fun and spreading joy through their music. The Watertown High School Band is back by popular demand. There will be ASL interpretation for the duration of the event. Perkins staff have offered to create Braille programs and a digital version of the event map that can be used by low vision attendees. A Watertown resident has volunteered her skills, a tent and supplies to have a Sensory Break Spot for people to get away from what may be overstimulating. The Carrie Ferguson Band, whose members are non-binary, brings playful music that caters to the younger set. The Femmes are an all-woman and non-binary band specializing in songs by female and non-binary artists that has most recently performed at Boston's First Night. For young people who may tire of some of the festival's activity there will be a Bouncy House, fun activities provided by the Watertown Recreation Department, and a performance by Watertown's Green Dragon Circus.

Community organizations and LGBTQIA+ local businesses will have tables. A requirement for each tabler is that have an interactive activity for people who visit their booth. The Massachusetts Alliance of Portuguese Speakers will offer health information and related products. School groups that advocate for LGBTQIA+ youth will be present as well as agencies that offer support to the different affinity groups that make up Watertown's LGBTQIA+ community. We plan to have an seating area for speed-friending for people who don't want to attend alone. We are in the conceptual stage for a mutual aid station and a place where people can share contact info such commonalities as being queer parents raising children, as an example.

Program's Primary Target Population*

Collecting information on the populations served by WCF-funded programs helps us best understand and report on the impact of our funding to the larger Watertown community.

It is 100% okay if your program is free and open to all members of the Watertown community with no specific target population! If this is the case, please write "All of Watertown" in the text box below.

However, if your program is designed to serve a specific target population within Watertown (ex. senior citizens), please include any additional population details.

Some possible examples include:

- Specific age groups*
- Specific linguistic, cultural, racial, or economic backgrounds
- Populations with particular needs or risk factors

*Important Note: Programs restricted to youth participants are not eligible for Community Engagement Grants and are encouraged to apply through our Education and Youth Development Grant cycle.

All of Watertown

Watertown Residents Served*

Please tell us approximately how many Watertown residents will be served by this program.

35317

Watertown Residents Served (Details)

If you would like to add additional details about the number of Watertown residents, families, or households served, you can do so here.

Program Success*

Tell us how you plan to evaluate the success of your program.

The last four years of Pride have progressively increased. The estimated crowd last year was 1300. The PAC hope to top that this year. They will collect anecdotes from attendees as the day progresses. After June 6, the PAC will host an "after party" to get participants feedback. The Watertown Pride website will have evaluation form to collect feedback and suggestions from attendees. An additional survey will be sent to those who tabled and their responses will be used to improve next year's Pride.

Program Start and End Date(s)

Please enter the anticipated start and end dates of your program. When selecting your program end date, please refer to the email inviting you to apply for an off-cycle grant to confirm that your proposed programming falls within the allowable grant period outlined in that message.

Program Start Date	Program End Date
06/06/2026	06/06/2026

Program Timeline*

Please detail the program timeline and tell us approximately when various activities will occur within the program start and end date provided above.

This is Watertown Pride's run of show. Times are estimates.
11:30: The Parade steps off from Moxley Concurrently, Tablers will be at their stations
12:15 Festivities begin at Saltonstall: Good Trouble performs as parade goers arrive, City dignitaries welcome crowd
1:00 Giselle Byrd keynote
1:15: Short drag show with Jean Sequins
1:45 The Carrie Ferguson Band
3:00: The Femmes close the event
Green Dragon Circus will perform during stage transitions

Program Location*

Please tell us where the program will occur.

The Parade kicks off from Moxley (the current location of Watertown High School.
The festival will occur at upper Saltonstall, lower Saltonstall and areas around the baseball field.
Food vendors will be on the portion of Thaxter Street between City Hall and the Park.

Name of Program Manager*

Please provide the name of the person managing the program's operation. If you are both the grant applicant and the program manager, please list your name.

Carey Conkey

Program Manager's Experience*

Please describe the program manager's relevant experience.

Carey planned the programs for Watertown Pride Extravaganza both in 2022 and 2023. Pulling off these events required coordinating Watertown Public Library staff in identifying tablers and food options and, in this year's case, leading the Pride Advisory Committee. Also involved with these projects was enlisting and directing volunteers. Carey as the City Liaison uses her knowledge of the City's structure and departments to plan to integrate the services of the DPW, Police and Fire Departments to form the Event's infrastructure. She also has experience in writing grants to fund Pride and the ability to navigate the City's requirements to draft performer contracts in compliance with City requirements. She has strong connections with Watertown Schools as the Library's Supervisor of Teen Services and this helps ensure youth engagement and involvement with Pride.

Funding Impact*

What will be the impact if WCF is unable to fund your proposal?

The PAC is in the midst of getting business sponsors which is difficult in today's economic environment. Without WCF grant funds performers and Parade may be cut and/or reduced. The Library may be in the position to make up with the group's inability to raise enough funds, but cannot provide an amount that negatively affects the Library's mission and/or programming needs.

Does your organization/group currently have a Board of Directors?*

No

Will you collaborate with other Watertown, MA, organizations to deliver your program?*

Yes

Number of Collaborating Organizations*

Please tell us how many organizations you will collaborate with to provide this programming.

3

Collaborating Organization #1

Name of Collaborating Organization #1*

The Watertown Free Public Library

Briefly describe your collaboration with Organization #1.*

The Library has allocated staff resources equal to the amount of work the City Liaison requires to coordinate the PAC, oversee fundraising and budget, hire Pride performers, coordinate City services, plan volunteer and Library staff activities, and anything else that is required. The Library's Communication and Engagement specialist assists the PAC in building Pride's website, graphic design and promotional efforts. Library administrators and their staff manage funds, and ensure City compliance.

Collaborating Organization #2

Name of Collaborating Organization #2*

The City of Watertown

Briefly describe your collaboration with Organization #2.*

The City provides the following support: the Recreation Department is funding the Bouncy House and outdoor lawn activities. The DPW, Police, Fire and Health Departments provide infrastructure and safety support. Public Arts and Culture staff assist City Liaison with logistics and identifying the other resources needed for the Event. Watertown Public Schools assist Liaison in engaging youth. City Hall staff ensure compliance with municipal and other requirements such as grants and licensing.

Collaborating Organization #3

Name of Collaborating Organization #3*

World in Watertown

Briefly describe your collaboration with Organization #3.*

World in Watertown members helped recruit PAC members and helped refine a cohesive mission statement. WiW resources have helped identify potential Watertown Pride sponsors based on their past efforts to engage with LGBTQIA+ supportive Watertown businesses. In general, their contacts within the Watertown community aid the PAC in reaching many marginalized groups that they want Pride to uplift and support

Group Leadership

Program Leadership Team*

Earlier in this application, you indicated that your organization/program does not have a Board of Directors. Please use this space to tell us about your organization/project leadership team.

The City Liaison directs, facilitates, and supports the PAC's activities. They ensure that the Event is comprehensive in terms of participant representation and the activities align with the Event's mission statement. They provide the interface between the Library and other City Departments in terms of coordinated infrastructure and municipal requirements. They write grants and monitor the Event's budget. The Liaison manages the hiring performers and engaging volunteers needed to run the Event.
There are eight members of the Pride Advisory Committee that suggest the Event's content, provide guidance based on their knowledge of the LGBTQIA+ community. There are three advisory co-chairs: fundraising, communications, and entertainment who assist by engaging in related activities. The Communications co-chair is essential in developing Watertown Pride's website and coordinated messaging. Members assist with logistics, finding food vendors and tablers, and by using their connections for fundraising.

Program Budget Details

Amount Requested ($)*

Please refer to the email inviting you to apply for an off-cycle grant for information regarding the maximum allowable funding amount.

$2,000.00

Proposed Budget

For us to fully consider your proposal, please provide a budget and itemize the expenses covered by this grant in the table below. Please provide the specific costs associated with each item or activity for which you are requesting support. Your itemized expenses should equal the total dollar amount of your grant request.

Funding Exclusions:

- Grants will not fund general operating costs unrelated to the scope of the project.
- Political or lobbying activities.
- Capital campaigns or construction costs.

Note: If you are awarded this grant, the table below will be shared in your follow-up Grantee Reporting Form, with an additional column for "Actual Expense."

Expense Category	Expense Description	Budgeted Expense ($)
Presenter(s)	sound equipment and engineer/partial	$800.00
Presenter(s)	The Carrie Ferguson Band	$1,200.00
Presenter(s)		
Presenter(s)		
Presenter(s)		
Presenter(s)		$0.00
Supplies		
Print Materials		

Equipment		
Supplies		
		2000

Budget Details (Program)

Please provide any additional information you would like us to know about the above budget.

The total for the sound equipment and engineer is $1100. The above funding request is for $800. The remaining $300 is listed as part of the additional program costs.

Are there additional program expenses not covered by your grant request?*

Yes

Additional Program Costs

Additional Program Expenses

If there are additional program expenses not covered by your grant request, please itemize these expenses and your anticipated source(s) of funding for these expenses.

Additional Expense Category	Additional Expense Description	Additional Expense Amount	Funding Source
Presenter(s)	Giselle Byrd	$1,000.00	Watertown HRC
Presenter(s)	Good News Brass Band	$500.00	fund carryover last year
Presenter(s)	Jean Sequins, drag king	$700.00	Watertown Cultural Council
Presenter(s)	The Femmes	$3,800.00	fundraising

Equipment	Outdoor Restrooms	$650.00	DPW may cover, in negotiations
Print Materials	flyers, banners, sandwich boards	$1,500.00	Library Budget
Supplies	t-shirts, nametags	$850.00	fund raising
Supplies	office supplies, parade supplies	$800.00	Library budget
Equipment	sound equipment and engineer (partial)	$300.00	fundraising
Supplies	table rental	$157.00	fundraising
		10257	

Additional Expense Details (Program)

Please provide any additional information you would like us to know about the above expenses.

ASL interpretive services to be funded by the City's Communications Department (tbd)
Watertown Recreation will fund Bouncy House ($450).
We have gotten grants from the Watertown Human Rights Commission ($1000 for Giselle Byrd), Watertown Cultural Council ($700). We had a balance from Pride 2025 of approximately $3337), the Library Building Committee has promised $500). These secured funds come to $5537. We are in negotiation with the DPW to assist with the Outdoor Restrooms. We are waiting to hear from the Boston Foundation as a possible sponsorship. We are in the midst of our business sponsorship search, but as stated above, it is difficult to project due to economic environment. We are also soliciting individual donors and Ritcey East is hosting fundraisers. The Library will assist in funding, but that amount is to be determined.

Diversity, Equity, Inclusion and Belonging

Project's Diversity, Equity, Inclusion and Belonging*

The WCF Mission states that we envision a welcoming community where people of all backgrounds can thrive, connect, and contribute to the strength and resilience of our city.

Please use this space to describe any planned efforts for your project to reach individuals, populations, neighborhoods, and communities in Watertown that you have previously struggled to engage.

By its nature, Watertown Pride 2026 major thrust is to uplift and honor the contributions made by the LGBTQIA+ community. The political environment has been harsh toward this community, particularly the trans community and especially hard on trans kids. Watertown Pride is a direct counter to this harshness by promoting joy and showcasing resilience.

The PAC is paying particular attention to LGBTQIA+ elders, because in the best of times, feel the effects social isolation. The Watertown Senior Center will be in the Parade and, for the first year, will have a dedicated table. PAC members will assist them in creating resources for their table to promote connection with others.

As in the past, there will be ASL interpretation, but the Committee has been hard at work to include groups such as Perkins School for the Blind GSA. They have enthusiastically agreed to be a part of the Parade and have a table. The students have offered to create a Braille edition of the Event's program and are assisting in developing an interactive map for those that low or no vision. The PAC are in the process of reaching out to Deaf INC to also be represented.

Funding Impact on Diversity, Equity, Inclusion and Belonging*

How will this grant funding help you meet the above efforts?

If the WCF approves our fund request, planners can be assured that the Pride event gets close to being fully funded. As mentioned above, our funding shortfall may result in dropping one of the bands that is composed of non-binary members and specializes in youth-focused music. The Parade may need to be dropped or curtailed by dropping the Good Trouble band. By its nature this activist brass band encapsulates messages about social justice, joy and empowerment. These decisions will not be easy as eliminating one or more of these elements compromises our mission to include as many types of people and their circumstances as possible.

Past WCF Funding

Did you receive this grant last year?*

Yes

Recent Past WCF Grants

Please provide us with details on your four most recent WCF grant awards. For the grant year, list the year you applied for the grant.

WCF Grant Category	Grant Year	Grant Amount
Other	2024	$1,715.00
Other	2024	$3,000.00
Other	2024	$4,636.00

Community Engagement Grant	2025	$2,611.00

Please note: Applicants with overdue follow-up forms (Grant Reports) from previous WCF grant awards are not eligible for new funding consideration. Before submitting your application, please check your grantee portal to confirm that all required forms from past awards have been completed. Any overdue forms must be submitted prior to submitting this application.

Recognition of Funding

Funding Acknowledgment*

WCF requires our grantees to acknowledge receiving a grant from WCF in all publicity associated with the funded program/project, including but not limited to program/project materials, posts about the program on the organization's website, social media sites, and press releases.

By clicking "I acknowledge and agree to these stipulations", you are acknowledging that you have read the above statement and you commit to providing examples of funding acknowledgment as part of your grant reporting for this project.

I acknowledge and agree to these stipulations.

Additional Information

Additional Information

Please share any additional information you think would be helpful (optional).

In the field referring to past WCF grant awards, I was unable to list that three were Program Grants. Here are the details for those grants:

2024, $1715, Concert: Thunderchild by Mwalim
2024, $3000, HATCH Sustainability Programming
2024, $4636, Project Literacy Parent Program

Thank you for your continued support of Watertown Free Public Library's programs and initiatives.

File Attachment Summary

Applicant File Uploads

No files were uploaded

Watertown Free Public Library Summer Internship Program

Internship Stipend Support Grant (2026)

City of Watertown

Carey Conkey
123 Main St.
Watertown, MA 02135

cconkey@watertown-ma.gov
O: 617-600-1165

Carey Conkey

123 Main St.
Watertown, MA 02472

cconkey@watertown-ma.gov
O: 617-600-1165

Application Form

Main Application (Internship Stipend Support Grant)

Internship Stipend Support Grants (2026)

Focus: This grant provides up to $2,000 to nonprofit organizations and public entities in Massachusetts to help offset stipend costs for one or more interns who are residents of Watertown, MA. The goal is to support meaningful work-based learning experiences and reduce the financial burden on host organizations.

Grant Eligibility Criteria:

Organizations must:

- Be a nonprofit or public entity
- Be located in Massachusetts
- Employ the intern directly (W-2, stipend, or documented internship arrangement)
- Offer a structured internship during the grant period (June–September 2026)
- Confirm residency and program participation eligibility of identified Interns

Intern(s) must:

- Be a current Watertown resident
- Be no more than 18 years of age on the date of starting the internship
- Be vetted for eligibility by the applying organization

Funding Details:

- The maximum request is $2,000 per organization
- Funds may be used only to offset intern stipend costs
- Organizations may support one or more interns, but the cap remains $2,000
- Disbursement: Funds will be disbursed once the organization has identified an eligible intern (or interns) and submitted residency verification (e.g., MA ID with Watertown address, lease, or utility bill dated within 60 days).

Helpful Information for Applicants

Click for a comprehensive GLM Applicant Tutorial.

If you are working with multiple colleagues to develop and approve your programming, you can use our "Add Collaborator" feature to invite them to work with you on this application. For instructions on how to use this

helpful tool, please review this easy tutorial.

Please note that fields with an asterisk (*) next to the question header are required.

Questions? Email: grants_admin@watertownfoundation.org

Organization Status*

Use the drop-down menu below to tell us if your organization is a public entity or a 501(c)(3) organization.

Note: A public entity is an organization or body providing services to the public on behalf of the government or another public entity (ex. The City of Watertown, Watertown Public Schools)

Public Entity

Area of Focus

Use the drop-down menus below to describe your **organization's** area of focus.

City Government	Youth Development

Program Name*

Please list the name of your Internship Program.

Watertown Free Public Library Summer Internship Program

Program Details*

Briefly describe the internship(s) for which you are requesting stipend support. Include:

- Main responsibilities
- Duration and approximate schedule
- Whether the role is new or existing

The WFPL is looking for a high school student who wants to support its efforts in making Watertown a vital, innovative, and equitable place for its residents from June 30-August 8. There will be opportunities to:

- gain valuable professional experience working in a local government department
- help the Library deliver exceptional service to our patrons
- explore a passion to advance library service, and promote community for all who use our service.
-
- The WFPL is committed to an inclusive workplace, and we succeed when we have a team that represents a diverse set of identities, backgrounds and abilities. We encourage applicants who would make this a reality. BIPOC and/or multilingual teens are highly encouraged to apply.

Responsibilities: Depending on the successful candidate's abilities, responsibilities may include:

- Assisting library staff with projects and programs for the public. This may include working at secondary locations such as Hatch, the Library's Makerspace.
- Assisting library staff develop collections that meet the needs of the community.
- Creating documents related to the above projects
- Data entry and processing of library materials

Preferred Skills To effectively perform the duties of this role, we seek a candidate with:

- Good communication, interpersonal, and organizational skills.
- Detail-oriented
- Experience with Microsoft Office and/or Google Suites
- A sense of humor, willingness to learn, creativity, and a positive attitude

This is the 4th year of this internship

Program Start and End Date(s)

Please enter the anticipated start and end dates of your internship program. Please note that funded programs are expected to occur during the grant period (June–September 2026).

Program Start Date	Program End Date
06/30/2026	08/08/2026

Name of Program Manager*

Please provide the name of the person who will supervise the intern(s).

Carey Conkey

Program Manager's Experience*

Please describe the program manager's relevant experience working with interns or young professionals.

Carey has been the Supervisor of Teen Services at WFPL for many years providing library services for youth in grades 6 through 12. Part of her responsibilities is the selection, onboarding, training and supervising of teen interns. This is the fourth summer the Library has had an intern. In the last four years she has worked with three interns from Perkins School of the Blind and five interns from Watertown High School. Carey is committed to providing a varied, interesting, high impact work environment for the teen whose tasks will enhance library service for multiple age groups. Carey is able to make assignments based on the talents and interest of the teen.

Funding Impact*

How will this stipend support strengthen your internship program or improve intern access?

If the Library we received this stipend of $2000, the Library would be to contribute $600-700. This infusion of funds will allow us to offer the teen a competitive wage because they would be compensated at $20 per hour for 22 hours a week for an internship that would last six weeks.

Program Success*

How will you define success for the intern during their time with you?

The intern will receive two performance evaluations at the midway point and at the end of the internship. At the beginning of the internship the supervisor will discuss potential projects that are both of interest to the intern and would enhance Library service. From this initial discussion the supervisor will create an evaluation tool with clearly defined goals for the intern. Success would be for the intern to progressively meet

those goals. At the end of the internship the student will complete an evaluation that measures quality of supervision, workplace satisfaction, challenges the intern faced and their suggestions to improve the Library's internship program. Success would be defined by the student having a positive rating on all of these factors.

Intern Recruitment

Recruitment Strategy*

How will you reach or recruit Watertown residents for this internship?

The internship has been announced by the Watertown High School's guidance office. The internship description will be updated and reposted with the increase of hours. Carey will begin targeted recruitment efforts by contacting school personnel she has worked with over the years, specifically, the Diversity, Equity, Inclusion and Belonging Department, guidance department staff, the Wayside Peer Leaders program, and Watertown school teachers that are known to engage students about employment possibilities. Carey will also approach teens who frequent the Teen Department at the Library and use the student-led Library Advisory Board spread the word among their peers.

Intern Eligibility*

How will you confirm that the intern is a current resident of Watertown?

Some possible options: MA ID with Watertown address, lease, or utility bill dated within 60 days.

The City of Watertown requires extensive documentation be completed by potential hires which includes MA ID and place of residence. People are not able to be put on payroll until all this paperwork is filed completely by the potential hire.

Project's Diversity, Equity, Inclusion and Belonging*

The WCF Mission states that we envision a welcoming community where people of all backgrounds can thrive, connect, and contribute to the strength and resilience of our city.

How will your organization ensure an equitable and inclusive recruitment and internship experience?

As stated in the Internship description, the Library is committed to an inclusive workplace, and succeeds when there is a team that represents a diverse set of identities, backgrounds and abilities. The Library encourages applicants who would make this a reality. BIPOC and/or multilingual teens are highly encouraged to apply.

Intern Stipend Details

Full Stipend Amount*

What is the full amount of the internship stipend you plan to offer *individual* interns during the internship period?

$2,650.00

Number of Interns*

How many interns do you plan to employ during the internship period?

1

Amount Requested ($)*

Maximum $2,000 per organization to support one or more interns.

Please ensure your request does not exceed $2,000. If supporting multiple interns, your request may cover a portion of each intern's stipend

$2,000.00

Number of Stipends Supported*

Enter the number of interns whose stipends will be covered in whole or in part by this request (max request remains $2,000 total).

1

Stipend Details

Please provide any additional information you would like us to know about the above stipend amounts.

The high school summer internship is six weeks, 22 hours per week, the pay rate being $20 per hour. The LIbrary would designate $650 toward the internship along with the WCF stipend of $2000 making the total amount of compensation $2650.

Note: Funds will be disbursed once the organization has identified an eligible intern (or interns) and submitted residency verification (e.g., MA ID with Watertown address, lease, or utility bill dated within 60 days).

Past WCF Funding

Recent Past WCF Grants

Please provide us with details on your four most recent WCF grant awards. For the grant year, list the year you applied for the grant.

WCF Grant Category	Grant Year	Grant Amount
Other	2024	$1,715.00
Other	2024	$3,000.00
Other	2024	$4,346.00

Community Engagement Grant	2025	$2,611.00

Recognition of Funding

Funding Acknowledgment*

WCF requires our grantees to acknowledge receiving a grant from WCF in all publicity associated with the funded program/project, including but not limited to program/project materials, posts about the program on the organization's website, social media sites, and press releases.

By clicking "I acknowledge and agree to these stipulations", you are acknowledging that you have read the above statement and you commit to providing examples of funding acknowledgment as part of your grant reporting for this project.

I acknowledge and agree to these stipulations.

Additional Information

Additional Information

Please share any additional information you think would be helpful (optional).

For three of the four past WCF grants there wasn't a category listed. These were Program Grants:

2024, Concert: Thunderchild by Mwalim
2024 HATCH Sustainability Programming
2024 Project Literacy Parent Program

Thank you for continued support of WFPL initiatives and programming

File Attachment Summary

Applicant File Uploads

No files were uploaded

March 6, 2026

In partnership with the Watertown Parks & Recreation Department and Project Literacy (also a part of the Watertown Free Public Library), we plan to host a free, family-friendly watch party of the World Cup Final Match on July 19th in the afternoon at Saltonstall Field. We will have activities for kids, a food truck. This will be the third event in our World Cup themed events (following a kick-off event with pick-up soccer and world trivia!). We anticipate a crowd of several hundreds of people since this is a great place to bring your family, set up a chair, and enjoy a free, outdoor fun event with the community! We will also have stations to decorate signs/flags to cheer on your team!

The $3,500 would be exclusively towards funding the necessary LED outdoor screen with a size of 14x7 feet. Because the soccer match will air at 3 PM in the afternoon when there is bright sunlight, we will need an LED outdoor screen (instead of an inflatable screen).

Thank you so much for your consideration.